



2003 NASPO
Cronin Club
Gold Winner



Procurement Services

Weekly Information Newsletter

09/24/04

Volume 166

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)



Save the Date!
CT Shops 2004
November 9, 2004!

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General Letter #71 Purchases Vs. Contract Purchases



Did you know that it is the intent that purchases under General Letter #71(GL-71) apply to minor nonrecurring purchases of a single commodity or service or related groups of commodities or services or purchases for immediate use? These are purchases that could not reasonably have been anticipated and are not covered under State (DAS or DOIT) contracts.

If your agency encounters similar recurring purchases, why not have DAS/Procurement Services staff put the item or services out to bid for a new contract? By doing so, not only are you complying with proper purchasing policies for recurring purchases, but you also get the added benefit of a public and open bid process, and a sound contract in place to ensure you've got appropriate legal protection, competitive prices, consistent supplier base, and an easy process to follow for future purchases.

With a contract in place you don't have to continually seek quotes, saving you time for other important work activities. You will also have easy on-line references to prices, suppliers, and contract terms and conditions through a single portal of contract information on the DAS eProcurement website. Through DAS, these contracts are automatically uploaded into Core-CT and are available immediately for use/reference in the creation of your purchase orders.



The next time you use GL-71 as your authority to order goods/services that you've ordered frequently in the past, why not contact DAS/Procurement Services to issue a contract to meet your needs? We're here to help! Feel free to contact any of the DAS Procurement Staff with questions or suggestions.



Quick Tip!

Did you know that [Agency Purchasing Information](#), [Agency Buying Thresholds](#), [GL-71](#) and [DAS Procurement Staff](#) are always just a "click" away? Just look on the right hand column of the [eProcurement home page](#) under for the Quick Links! There you will find "Delegated Authorities" and further down, "Procurement Staff Directory."

Core-CT Team Recipient of 2004 Leader in Supply Management Award!

Congratulations to the entire Core-CT Team! Congratulations to Procurement Services **JoAnn Bellamo** and **John Pacholski**, who are a crucial part of the Core CT team, along with the much-needed assistance by **Maureen Blackburn** and **Rob Zalucki**. What an honor this is for the State of Connecticut! PeopleSoft has recognized the Core-CT Team for its achievements as a recipient of a 2004



Leaders in Supply Management Honorable Mention Award. The following is excerpts from the announcement that was released from San Francisco on September 22, 2004. To read the entire news release and to see the other award recipients, click on the link below, or copy and paste it into your

Internet address bar: <http://www.das.state.ct.us/rfpdoc/PeopleSoftWinners.doc>

PeopleSoft Announces Winners of “Leaders in Supply Management” Award

Customers Recognized for Strategic Vision and Execution of Supply Management at First-Ever Event

SAN FRANCISCO – September 22, 2004 – At its Connect 2004 conference, PeopleSoft (Nasdaq: PSFT) today announced the winners of its inaugural Leaders in Supply Management Award, a program that honors PeopleSoft customers for innovation and excellence in the areas of procurement, sourcing, and supply management. Winners will be recognized during a dinner event held in conjunction with PeopleSoft Connect in San Francisco on Wednesday, September 22, 2004.

Judges selected winners in the following categories: Commercial Services, Public Services—Education, Public Services—Government, Public Services—Healthcare, Most Dramatic Business Transformation, as well as one Honorable Mention. Entrants were judged on scope of project, demonstrable results, vision, strategy and execution. The recipients of the 2004 Leaders in Supply Management are:

State of Connecticut (Honorable Mention)—Represented by 84 branch agencies, the State of Connecticut is using PeopleSoft Catalog Management, eProcurement and Purchasing to streamline and expedite the purchasing process and control maverick spend while ensuring purchases adhere to state spending requirements --all through a single system. With the system, purchase orders are approved in hours instead of days, off-contract purchases are easily identified, transaction costs are greatly reduced, and better contracts are negotiated.

The panel of judges for the award included Pierre Mitchell, vice president, research fellow, AMR Research; Holly LaCroix Johnson, senior vice president, Institute of Supply Management; Doug Smock, editor, Purchasing Magazine; Roberta Duffy, editor, Inside Supply Management Magazine; and Bob Shecterle, vice president of SRM strategy, PeopleSoft.

“The winners of the Leaders in Supply Management Award exemplify supply management at its best,” said Pierre Mitchell, vice president and research fellow, AMR Research. “These are the companies who will help drive further innovation in supply management, and I look forward to following these companies’ next steps.”

“We received numerous outstanding nominations for this, our first Leaders in Supply Management Award program,” said Pat Quirk, general manager and group vice president of PeopleSoft Enterprise Supply Chain Management. “With so many successful SRM deployments, we felt that the time had come to give recognition to those organizations that are designing real business solutions and solving real problems with SRM.”

Bullying Needs to Stop!



In March 2004, the U.S. Department of Health & Human Services began a campaign to prevent bullying and youth violence, which can negatively affect your child's success in school and their overall well being. Bullying includes both verbal and physical harassment that occurs repeatedly, that is intended to cause harm, and that involves an imbalance of power between the child who bullies and the child who is bullied. **Bullying involves, but is not limited to, the following types of behavior: pushing, shoving, physical intimidation, gossiping, social exclusion, and teasing.** According to the U.S. Department of Education, **25% of the children who bully others will have a criminal record by the age of 30.**

The National Youth Violence Prevention Resource Center has published bullying warning signs that all parents should know. The following may be signs that your child is being bullied:

- Avoiding certain situations, people, or places, such as pretending to be sick in order to stay home from school
- Changes in behavior, such as being withdrawn and passive, being overly active and aggressive, or being self-destructive
- Frequent crying and / or feeling sad
- Signs of low self-esteem
- Being unwilling to speak or appearing fearful when asked about certain situations, people, or places
- Physical injuries
- Suddenly receiving lower grades or showing signs of learning problems
- Recurrent unexplained physical symptoms such as stomach pains and fatigue

Encourage your child to go immediately to a teacher, principal, or other nearby adult if he or she feels seriously threatened. Follow up with school officials to see what actions were taken as a result of the bullying and be aware of the policies in place at your child's school to prevent bullying.

Our thanks goes out to **Securitas Security Services**, one of the vendors on the **Security Guard Services Contract [00PSX0001](#)**, who has sent in these helpful safety tips to share with our WINners as well as their families and friends.

Reminder: Family Day is Monday, September 27!

A Special Family Dinner

When? **September 27, 2004**

Where? **Home dinner table? Restaurant? Picnic?**

Why? **The National Center on Addiction and Substance Abuse at Columbia University is asking support for:**



Family Day September 27, 2004 – A Day to Eat Dinner with Your Children

Hectic work schedules, after-school activities and time with school friends often interfere with dinnertime. Yet research by The National Center on Addiction and Substance Abuse (CASA) at Columbia University consistently finds that ***the more often children eat dinner with their families, the less likely they are to smoke, drink or use illegal drugs.***

Click here to access the article we posted in WIN last week for more information on Family Day!

[Family Day Article Link Here](#)

ePartners



PPAC

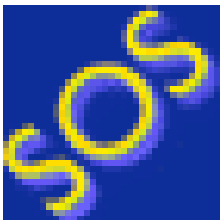
Remember this acronym and watch for more information in next week's ePartners column!

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

<http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

Questions, comments or suggestions? Send them to ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.

Sending out an S.O.S. to our ePartners!



S.O.S stands for **Stories Of Savings**. Since we can all benefit from others experiences, send us *your* S.O.S. so we can share it with others! Have you saved time or money by using our contracts? Have you found success by posting your bids on our web site? **Let us hear about it! Send *your* S.O.S to the ePartners** email address below and we will print them in WIN to share with everyone!

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners email ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.

CT \$hops 2004 Updates



Calling All State of Connecticut
Agencies, Cities, Towns, Schools, Not-
for-Profit Organizations and Private
Institutions of Higher Education!

Have **YOU** Registered to Attend CT \$hops???

CT \$hops 2004
November 9, 2004
8:30 a.m. to 3:30 p.m.
CT Expo Center in Hartford

All State of Connecticut Agencies, Cities, Towns, Schools, Not-for-Profit Organizations and Private Institutions of Higher Education are invited to attend **CT \$hops 2004**. The show is **free**, parking is **free** and you can get lunch for **free**! That's right! Anyone that pre-registers on our website will get lunch at no charge! Unfortunately, we cannot offer the same for those that register on the day of the show. So, come on! What are you waiting for? It only takes a minute! **Register now!** By the way, did we mention it is **FREE???**



Click here for more CT
\$hops info!

Still want to know more? Click on the link below to find 10 more reasons why you won't want to miss out on this years CT \$hops!

[10 Great Reasons to Attend CT \\$hops](#)

Now that you know this is one event you won't want to miss, click on the sign up button to register.

Click here to register!

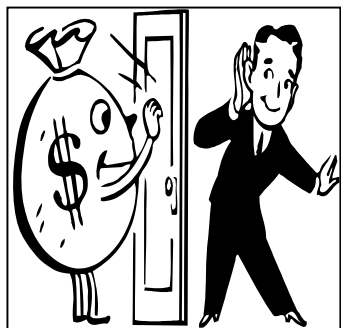


Or use this link:

http://www.das.state.ct.us/CTShops/ctshops_attendee_info.asp

Contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us with any questions you may have.

CT Contract Vendors and Suppliers:



State Of Connecticut Contract Vendors, Suppliers to Contract Vendors, Agencies and Not-For-Profit Organizations...

Opportunity is Knocking!!!!

When opportunity knocks...be there to answer. Be at CT \$hops 2004! Don't miss out on this opportunity to make new contacts. Get new leads. Meet your customers face to face. Once you register for a booth, CT \$hops will be an open door for you to market your State of Connecticut contract products and/or services.

Use this link below to go directly to the CT \$hops web page to register your company and/or to find out more information about CT \$hops!

HURRY...Only 7 Days Left to Register!
Register NOW before all the booths are gone!

http://www.das.state.ct.us/CTShops/ctshops_exhibitors_info.asp



If you don't find the information you need, contact Erin O'Neil or Beth Pancavage at (860) 657-3331 or email to ct.shops@po.state.ct.us

CT Environmentally Preferable Purchasing

Buying Recycled; Dispelling the Myths Behind “New is Better”



Sometimes it's hard to get people to try something new, especially if what they're currently using is doing the job just fine. Products that are made from recycled content are often viewed as inferior to those made of virgin, or new, resources. To add to the problem, marketing specialists often stress the “newness” of their product, as if using up a natural resource insures that their product will perform well. In reality, products made from recycled content are often subject to more stringent standards and often of better quality than their “new” competitors. To dispel the myths and stigma sometimes associated with buying recycled, the EPP program is starting a new series of articles focusing the benefits of using recycled content products. The first of these articles, Myths and Facts about Re-refined Lubricating Oil, can be viewed below. Happy recycling...

Myths and Facts about Re-refined Lubricating Oil

Myth: Re-refined lubricating oil is inferior to new lubricating oil.

Fact: Re-refined oil has been around for a long time, so long in fact that extensive laboratory testing and field studies have proved this product works as well new lubricating oil. Re-refined oil is subject to the same performance standards as virgin oil, and re-refined oil that carries the American Petroleum Institute (API) symbol is of equal or better quality than oil made from a virgin base stock.

Myth: Re-refined oil costs more.

Fact: The price difference between re-refined base oil and virgin base oil is negligible with re-refined oil often costing slightly less. Like any commodity, prices may vary depending on the type of oil, blend, suppliers, location and market. Automotive centers that offer oil change services are required to reclaim used oil for recycling. The next time you get your oil changed, check the receipt and you'll find a charge for reclamation services. This reclamation requirement insures the availability of re-refined oil, as well as insuring that used oil is not dumped down drains where it contaminates water resources.

Myth: Using re-refined oil will void the car manufacturer's warranty.

Fact: The Magnusson-Moss Warranty Act insures that a manufacturer cannot void a car warranty if the re-refined oil meets the manufacturers recommendations. Ford, GM, Chrysler and Mercedes Benz have all specifically included the use of re-refined oil in their warranty coverage. For example, Chrysler Corporation states the following in their warranty, “The engine oil used in Chrysler vehicles must meet the Owners Manual recommendation to satisfy warranty requirements. This recommendation is to use oil displaying the API Certification symbol. It must also be the SAE viscosity grade appropriate to the temperature, as shown in the Owner's Manual.” “Oils that display this registered mark...are certified to meet all the requirements of the ILSAC.... This specification does not differentiate between the products made from virgin base



oils or re-refined base oils...” In other words, warranty requirements are based on product performance, not the origin of the base oil.

Based on the information available concerning the use of re-refined oil, what’s not to like about it? **Like most recycled content products, using re-refined oil conserves natural resources, saves energy, reduces waste, prevents air and water pollution, reduces greenhouse gas emissions, and creates new, local jobs.**

The EPP Program is currently working on Fact Sheets for a variety of recycled content product. If you’ve used a recycled content product and have been impressed by the performance and/or cost of that product, please take the time to drop us an e-mail about your experience. Who knows, you may see your comments highlighted on a new Recycling Fact Sheet.

Re-refined oil can be found on DAS Contract No. **01PSX0076**, **Engine Oils, Lubricating Oils and Greases**. CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 09/20/04

Contract #	Contract Name	For:	Contract Term
04PSX0248	Print, Personalize, Insert, and Mail the 2004 - 1099-G Mailer	Dept. of Revenue Services	September 15, 2004 through May 31, 2005
04PSX0279	MDI CPR Microholster & Refills	All Using State Agencies and Political Subdivisions	October 1, 2004 through September 30, 2009
04PSX0033	Food Distribution - U.S.D.A. Warehousing Program	All Using State Agencies, Political Subdivisions and Not for Profit Organizations	October 4, 2004 thru October 3, 2008. The State may extend this Contract for two (2) one-year terms or parts thereof.
04PSX0216	Grounds Maintenance Services for the Department of Transportation various locations	The Department of Transportation	October 1, 2004 through September 30, 2007

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!

“Certification Central”

New Set-Aside Vendors!

Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.



The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.

http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.



Peppy’s Toolbox

Click on the “toolbox” on the left to help yourself to any of the helpful “tools” (electronic forms) that are available to you.

Peppy’s Points to Ponder...

*Autumn is a second spring
when every leaf's a flower.*

--Albert Camus



Come on WINners! Send them in! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

Core-CT Information

New Food Vendor Contract; Items Loaded, New Procedures

Ordering with the new food vendor Sysco Corporation:

DAS Contract Award: 04PSX0033AA

Contract Effective Date: October 4, 2004

PeopleSoft Vendor ID: 0000050749

The Core-CT Production Support and DAS Procurement staff members are trying to make the transition from US Food Service to Sysco Corporation a seamless experience.

The Sysco item file has been loaded and is now available for users to begin building templates for food orders. Under no circumstances should orders to Sysco Corporation be dispatched prior to the contract effective "start" date of October 4, 2004.

Users should not order food products from US Foods after October 3, 2004. The US Food catalog items will remain on the system for approximately 30 days, which should allow for the users to issue change orders against POs that were issued by the October 3, 2004, the contract end date. We will monitor this to determine if the items can be inactivated earlier or if they need to stay active longer based on agency needs.

Users will have to use the Core-CT e-Procurement Requisition Module or the On-line PO functionality, and search the item catalog selecting the appropriate food items, in order to create their food purchases. The recommended Core-CT procedure is to use the e-Procurement requisition functionality, search the item catalog, and select the items for purchase. The search functionality in e-Procurement Requisitions is more robust than in the Purchasing Module when creating an on-line PO.

Pricing for this contract was based on the order delivery method of EDI (electronic data interchange). This means an electronic file is delivered from the Core-CT system and is imported into Sysco's order entry system (orders are not keyed by Sysco employees). The EDI transmission takes place 4 times a day: 10 a.m., 12 noon, 2 p.m., and once overnight. Deviations from this ordering/dispatch method will jeopardize the pricing that was negotiated for this contract. This means you cannot print and mail, fax, or phone in orders.

For the Sysco Corporation to properly identify your entity in their ordering system, agencies will be given an account number that must be transmitted to the vendor with every order. This account number is six (6) digits in length and will be communicated to you from Sysco Corporation.

Users will need to enter this account number in the line comments for the first item ordered on their e-Procurement requisition or on-line PO, place a check in the checkbox "Send Comment to Vendor". No other comments should be utilized for line one.

For Special Requests e-Procurement Requisitions: When ordering food products, the correct Mfg Id must be selected on the Line Details page and the manufacturer's part number must be entered in the Mfg. Item ID field. Without filling in these fields, the vendor's order will not transmit correctly and the vendor will not have any idea of the products that you are trying to order. We are hoping that all of the items that you need to purchase will be contained in the item file and you won't have to use the special request functionality.

We will instruct you in a subsequent daily mail how to handle the Delivery Charge because you did not meet your minimum order quantity, and how to apply the 3 percent additional charge for ordering less than a full case of product, with the exception of spices.

For orders of USDA commodities - We are still working through this process and will provide information on ordering in a subsequent daily mail.

Producing Change Orders, you will still have to produce change orders to your dispatched POs if:

1. The quantity is decreased or increased
2. The item was not shipped you need to remove the item from the PO. Also, if you still need the item you will need to produce a new PO to reorder that item.
3. An item is substituted. Example: You ordered green beans, the vendor called the kitchen staff to advise that they are out of green beans, but they provide green peas, the chef agrees to the substitution. The chef needs to contact his/her agency's business office so the change can be made to the PO prior to receiving the goods.

Please review the job aid on what fields trigger a PO Change Order, available as the link number 13 on the page <http://www.core-ct.state.ct.us/user/finjobaids/purchasing.htm>. The faster these changes are made, the easier it will be to receive the correct items in the Core-CT system and issue timely payments.

Prompt Payment Discount - The vendor has offered two different prompt payment discounts, which we are not linking to the contract. Sysco has advised that they will process a credit memo to the ordering agency, to be taken against future payments for the prompt payment discount. (These credits should be entered into the Core-CT system as adjustment vouchers.)

Rebates, Drop Incentives, and use of Sysco Branded Products - The vendor will be offering rebates back to the state agencies based on shipping and product usage. Sysco has advised that they will process a credit memo to the ordering agency, to be taken against future payments for the rebates, drop incentives, the use of Sysco branded products and other known Manufacturer rebates. (These credits should also be entered into the Core-CT system as adjustment vouchers.)

PeopleSoft and Oracle Update



While the long-term implications of the Sept. 9 decision by a U.S. District Court judge allowing Oracle to continue its hostile takeover of PeopleSoft remain unclear, Core-CT will go ahead as planned. Judge Vaughn Walker ruled that the U.S. Department of Justice did not prove that the proposed merger violated anti-trust laws. The U.S. Department of Justice may appeal the decision.

Financials Modules Update

- Preparations to get the next Financials module, Billing, to go live in January are underway. Sponsors, along with Financials and technical personnel in agencies, combined with Core-CT Financials team members, are busy gathering configuration data, determining interface and conversion requirements, preparing for product testing, and developing training materials.

- A series of Business Process Workshops (BPWs), similar to those held in during the first implementation, will begin September 28. These sessions will explain the new or modified business process of billing external customers and processing transfer invoices, identify impacts to agencies, and determine which staff members will be using Billing. Those attending these half-day sessions will be mostly management-level personnel.
- During November, “Super Users” identified by each agency will be taking part in pre-training sessions as a way of refining the Billing training materials and populating the sandbox and other training support materials with agency-specific data.
- For initial Billing overview training, Core-CT will be providing a narrated self-paced presentation to be available at users’ desktops. Completing this session will be a prerequisite to regular hands-on classroom training, which will begin in mid-December and carry on into early March if necessary. Further support activities, including training support labs and report training, will follow through the end of March, according to current plans.
- The timetable for the remaining Financials modules remains the same: Asset Management and Inventory are slated for July 2005 implementation and Projects and Contracts are to go live in 2006.

New Structure in Financials

The Core-CT Financials team has been restructured into four units:

- The Supply Chain Team is responsible for eProcurement, Purchasing, Catalog Management, and the planned modules Asset Management and Inventory.
- The Financials Modules Team is handling Accounts Payable, Accounts Receivable, and General Ledger and will be working on the planned modules Billing, Projects, Contracts, and Interfaces/Conversion.
- The Development Team is in charge of production support, along with new development.
- The Training/User Support Team will work on the Level 2 Help Desk, along with Training Development and Training Delivery for the next modules.

The directors hope that this structure will be more efficient and flexible, as well as more responsive to the needs of users.

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly And Easily



Click on the “Help” link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

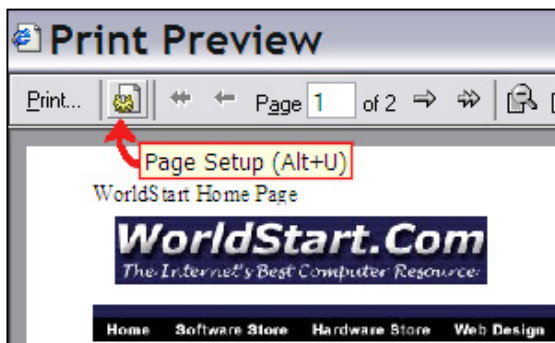
[Core-CT Help](#)

Tech Talk with Ms. Bits n' Bytes



Q: How can I print what appears on the screen completely? Many times it will cut off some of the right side of the material.

A: Many web designers are conscious of the fact that some people will want hard copies of their web pages. For these sites, you can just print in regular "portrait" mode. At other sites, however, part of the text gets chopped off in regular page orientation. Before you print anything it is a good idea to preview the page first. Just go to **File / Print Preview**.

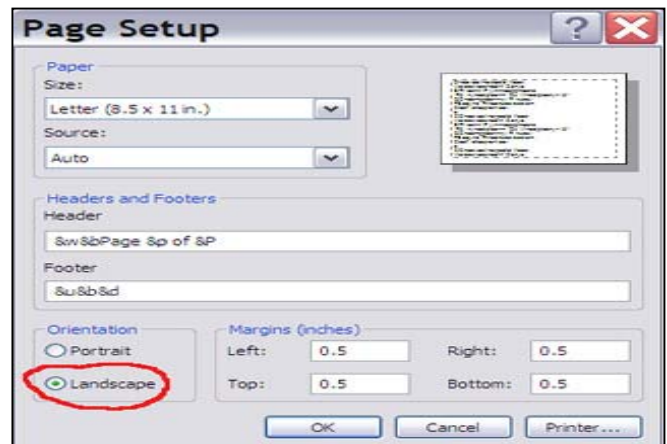


There you can make sure that everything will print correctly. If you see that part of the page will be cut off, just click the "**Page Setup**" button (it looks like a page with a gear on it) or use the keyboard shortcut Alt+U.

You can then change your page layout to landscape. Your browser is, after all, in landscape format, so why not go with the flow. Go down to where it says "Orientation" and click the radio button next to "Landscape".

Click **OK**.

Thanks to www.worldstart.com * for this information



** Please remember many state agencies have policies for Internet usage, do not click on links at work. Hover over the link, this will show you the full web address. Jot the address down and enjoy it from home.*

Don't forget to write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us

Contracts & Purchasing Division Information

DOIT Contacts

- Click on the following hyperlink [DOITContacts](#) to jump to DOIT's Information section of their web site.

DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us



If you would like to subscribe, or if know someone who may benefit by receiving the WIN newsletter, send an email to Teresa with the following information:

Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once the information is received, they will be added to the "WINner" list! Likewise, if you do not wish to receive WIN, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>